

KEY: **YELLOW** = Updates for initial Second Reading  
**GREEN** = Most recent update

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## Field Trip Policy Policy #

### Risk Management and Safety Services

**Applies to:** Faculty, staff, student employees, and students

**Supersedes:** EM:P06-10

### Purpose of the Policy

In response to California State University Executive Order 1062 (effective August 23, 2011) Humboldt State University (HSU) revised its 2006 policy on field trips. As part of HSU's "learn by doing" philosophy, field trips are a significant part of students' learning experience. Course activities, whether inside the classroom or not, involve varying degrees of risk to participants. Faculty assigning field trips must discuss with all potential participants the specific nature of known risks and obtain consent prior to permitting a student to attend a field trip.

### Definitions

Field Trip - A field trip is a university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. **A field trip would include but not limited to; the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, academic summer immersion programs, or visits to an event or place of interest.** The duration of a field trip may be a class period or longer, and could extend over multiple days. **This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, or service learning placements, all of which are governed under separate policy.**

### Policy Details

This policy does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, or service-learning placements, all of which are governed under separate policy, nor when students are conducting research on their own time (e.g. independent study or thesis research).

### Requirements

The appropriate Humboldt State administrator(s), faculty and/or staff shall:

1. Identify all courses that involve off-campus field trips.
2. Require the use of the approved liability waiver. Per Executive Order 1051.
3. Ensure student emergency contact information is obtained prior to the field trip. The campus must have emergency contact information readily available. Emergency contact information will be kept by the sponsoring faculty member and provided to a designated department contact and the University Police Department.
4. Provide students with an instructional agenda, health and safety information, emergency procedures, and the student code of conduct prior to the field trip.
5. Require a pre-trip evaluation. This should include a site visit and the written evaluation should be retained by the qualifying department and available for review. The pre-trip location visit can be bypassed if the campus can demonstrate and document sufficient knowledge of the field trip site. This could be accomplished by review online, published materials, or contacting the site to discuss the visit.
6. Include a plan to reasonably accommodate students with special needs.
7. Provide training for any equipment that may be used on the activity.
8. If disabilities or other compelling reasons prevent a student from attending the field trip, that student may be given an alternative assignment that demonstrates equivalent knowledge. The specifics of the alternative assignment, and whether a student will be granted this option, is at the complete discretion of the faculty or staff organizing and leading the field trip. Students registered with HSU's Student Disability Resource Center, and whose disability clearly compromises their ability to engage in the field trip will always be provided an appropriate equivalent assignment at their request.
9. Comply with the California State University Use of University and Private Vehicles Policy Guidelines and the California State University Student Travel Policy, where applicable. See Executive Order 1041.
10. Comply with Humboldt State University Comprehensive University Policy Regarding the Use of Alcoholic Beverages.

## **Expiration Date**

This policy shall be reviewed in five years to determine its effectiveness. It may be revised, as necessary to reflect University, CSU system, and/or state changes.

## **History**

Issued: 12/06/2006 Revised:

02/14/2020 Edited:

MM/DD/YYYY Reviewed:

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